Department of Public Works
Division of Solid Waste Collection and Recycling
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Fairfax, VA 22035-0060

Recommended Practices for Commercial Trash and Recyclables Handling

Custodial Contracts:

- Containers for staging putrescible materials within the building should be of leak proof, nonporous construction, with no gaps or seams over ½ inch.

- Refuse containers should use removable plastic liners of minimum 1.0 mil thickness. Liners are optional for recycling, but ease collection. Recyclable office paper is removed from collection containers and transferred into roll-out carts, exchanging empty carts for full ones as recyclable paper is placed into a compactor held in fire-rated storage areas.

- F-2103.4 of the Fire Prevention Code requires that all loose combustibles not in fire resistant containers with tight fitting lids be removed from the building **daily** unless staged in a fire-rated or sprinklered storage area.

- Custodial contracts should provide monthly cleaning and sanitizing of all trash containers staged within the building, removal of spillage and emptying of work area trash and recycling containers a minimum of 3 days per week. Friday collection from interior building spaces should be required to avoid storage of refuse over weekends.

- Trash and recycling rooms should be cleaned and sanitized every 4 months by steam cleaning or other means approved by the Director of Environmental Health.

Internal Collection System:

- The recycling collection system within the building should include central collection containers for office paper in copier and printer rooms and other major generation areas.

- A minimum of one 96-gallon roll-out cart for mixed paper is recommended for each 5000sf of occupied floor area, or 50 employees, whichever occurs first.

- If recycling carts are emptied directly into a dumpster or compactor, the receiving equipment should be clearly marked to identify it as a recycling unit; “Recyclable Paper and Cardboard Only, No Trash”

- Recycling containers should be different and readily distinguished from those used for refuse.

Staging Containers and Equipment:

- Six-cubic-yard dumpsters are best if the materials must be side-loaded from on-grade. Eight cubic-yard containers provide somewhat more capacity if they can be top-loaded from above; because this enables some settling of the material as it is deposited.

- Large office buildings over 100 sf, which opt to collect mixed paper and corrugated cardboard, should have a loading dock area large enough to accommodate either two stationary compactor units (one 33 cubic-yard container for recyclable paper and one 20 cubic-yard container for trash) or a combination of compactor units and dumpsters.

ATTACHMENT 01000-B.1

Material Staging Containers and Equipment: (Continued)

- It is recommended that the largest container(s) be used for storage of recyclable mixed paper and cardboard because the volume of these materials usually exceeds that of refuse requiring disposal. Section 109-5-3 of the Code of the County of Fairfax requires that refuse containers be emptied weekly, whether full or not. Recycling containers can be held until full, so using the larger container for recyclables minimizes collection costs by reducing the frequency of collection.

- If tenant recycling participation is encouraged and well monitored, a single eight cubic-yard dumpster emptied daily (or less often as needed) usually provides adequate refuse storage capacity for office buildings up to 75ksf. However, if recyclable cardboard is disposed in trash instead of being recycled, the refuse container quickly overflows. Failure to monitor the recycling program may require placement of an additional dumpster and/or more frequent collection which incurs additional expense.

- If building staff are unable to monitor tenant recycling participation in large office or mixed use buildings of over 150ksf, a second compactor for refuse is more cost effective than daily collection of multiple refuse dumpsters. In order for compactor units to be more cost-effective than dumpsters, weekly volume should equal or exceed 60 cubic yards (two 6cy dumpsters, collected 5 days weekly).

- Your company will be best served by securing bids for several equipment scenarios to give flexibility in evaluating bids and making changes after the program begins.

Engineering Requirements for Design of Staging Areas For Solid Waste and Recyclables:

- Trash and recycling rooms must be either: 1) separated from the rest of the building by 2-hour fire rated construction or; 2) protected by automatic sprinklers designed for Ordinary Group 2 Hazard per NFPA Standard 13-1994.

- Required clearances for safe access by rear-loading refuse packers collecting trash or recyclables set out in roll-cart carts, trash and recycling storage and collection areas are 13 ft. overhead, and 10 ft. width of clear opening. Recommended practice is to further provide 42 ft. of unrestricted approach to the containers and a 55 ft. turning radius.

- Required clearances for safe access by front-end loading packers collecting trash or recyclables stored in dumpsters are 23 ft. overhead and 10 ft. width of clear opening. Recommended engineering practices are to further provide 45 ft. of unrestricted approach, 66 ft. turning radius and dumpster pads to be 6 ft. longer than the depth of the trash or recycling container, maintaining 3 ft. clearance around all sides of the container and constructed of Class 20, steel reinforced concrete, 6 in. thick.

- Required clearances for safe access by roll-off trucks pulling stationary compactors and roll-offs are 17 ft. overhead for entry of the truck only, 24 ft., when the truck hoist is raised with a rectangular box container and 11 ft. width. Recommended engineering practices are to further provide compactor pads 10 ft. wide, 6 ft. longer than combined length of stationary compactor and container, constructed of Class 20, steel reinforced concrete, 6 in. thick with 66 ft. unrestricted approach for loading and unloading.

- Collection containers described by Section 109-5-5(e) of the *Code of the County of Fairfax* shall not obstruct access to sanitary sewer manholes. A clear zone is required for a distance of 3 ft. around the rim of any sanitary sewer manhole cover to provide access to the sanitary line in the event of an emergency and an area for erection of equipment for safe entry into the manhole.